

CAPITAL IMPROVEMENT PROGRAM COMMITTEE (CIPC)

Minutes for October 22, 2008

Present: CIP Members: Chairman David Smith, David Weaver, Mary Ellen Fitzgerald, Cynde Hertzog, Dawn Hayes, Conrad Anker, Todd Mitchell and Commission Liaison Joe Skinner. Staff: County Administrator Earl Mathers, Grants and Projects Administrator Larry Watson and Glenda Howze. (Commissioner White joined the meeting at 8:10AM)

The meeting was called to order at 7:35 AM in the Courthouse Community Room.

Public Comment: There was no public comment on matters not on the agenda.

Approval of Minutes (September 24, 2008): Ms. Hertzog made a motion to approve the minutes of October 8, 2008 as written. Ms. Fitzgerald seconded the motion. All voted aye. Motion carried unanimously.

Review and Possible Revision of By-Laws: Ms. Howze explained that there was discussion at the previous meeting on whether or not the by-laws needed to be amended to remove the consideration of road projects from the CIPC purview. There is nothing in the by-laws that discusses road projects but they refer to the Capital Improvement Plan, which may need to be amended. On page three of the CIP Plan, it defines a capital improvement or project as: "A project including construction, remodeling expansion or leasing of facilities; purchase, improvement and development of land; acquisition of operating equipment and machinery; planning and engineering costs related to specific capital improvements; and road and bridge construction, reconstruction, resurfacing or renovation..." Ms. Howze also pointed out that the issue may not need to be revised regardless of the position of the Commission or CIPC on the review of road projects because of the sentence before said paragraph that says "The components of the Capital Improvement Program (CIP) *can* be defined as follows:" (key word 'can,' emphasis added) Commissioner Skinner stated that the other Commissioners may want to limit the scope of the CIPC. He also indicated that there may or may not be a time when the road funds may be competing for grant dollars or other discretionary funds. Mr. Mathers stated that currently the funds (road) are segregated but there may be an occasion for possible conflict for funds, as we don't have enough funds for anything, or may not in the future. Mr. Watson stated that potentially citizens could bring a capital project forward as well that would require funds from somewhere. Mr. Weaver asked if the Road and Bridge funds affect decisions on other capital projects. Commissioner Skinner stated that they do not. He suggested that as the County moves forward there will most likely be a melding of the CIPC plans along with Planning work (Growth Policy implementation), along with how we fund things like water and sewer systems, roads, etc. some of the work may overlap as we look at how to accomplish all of these things. Mr. Mathers reiterated that the road project funding is clearly outside of the General Fund. Chairman Smith inquired about the budget process for roads. Mr. Mathers stated that this is based on historical information and availability of funds. Commissioner Skinner stated that the Road Department (R&B) has a dedicated mill levy, there is generally little for new projects (\$200,000), the mill levy

usually covers maintenance and construction costs. Mr. Watson explained that the R&B has something similar to an FCI for bridges. That inventory on the condition of bridges is 5-6 years old. This inventory has been used as a priority list for grant programs for bridge replacement and repair. The inventory not only focuses on the condition and age of a bridge but also comments on the growth in the area, fire protection needs, etc. in determining the need for replacement or repair.

Mr. Weaver noted that in the CIP it notes that the fiscal year budget plan is tied to the budget, but does not designate a funding source. Mr. Mathers stated that there is competition for the limited funds [for capital projects] from various departments. There is not competition for the R&B funds, however. The County relies on Lee to prioritize the projects; he doesn't need a referee for the process like Facilities projects. Mr. Weaver inquired about the impetus for getting the committee [CIPC] started. Mr. Watson explained that legally the County had to create the CIPC in order to have a capital improvement fund in the budget. Commissioner Skinner explained that the money that goes into the fund is new construction tax dollars. He also stated that it would be nice for Lee's plan to be incorporated into the five-year plan so that the public understands what roads are anticipated to have certain improvements, etc., and when; but oversight or prioritization of the projects is not necessary. Mr. Watson stated that some of this planning is part of the overall transportation plan that is in the works. Chairman Smith stated that the County does have the ability to assess transportation impact fees, which will be a new pool of funds that could be reviewed with Lee if leverage funds to be used, especially. Mr. Watson stated that if Lee understood that the CIPC only wants to broaden the scope and look for new resources for him rather than play the role of oversight, he would probably be very responsive. Chairman Smith stated that Lee has been very involved with the Bozeman Area Transportation plan re-write. Mr. Mathers stated that Lee is not a maverick. He is one of the best team players that the County has. He is always there to step in and provide resources for the greater good. Chairman Smith stated that this may be another way for the Commission to be accountable to the greater public as well. Commissioner Skinner stated that if the County were using the inflationary mill for Road and Bridge projects it may be appropriate for some CIP oversight, but not when he's operating within his standard mill levy.

Update on Records Storage Study and Progress: Mr. Mathers explained that the storage survey that was completed didn't proceed as well as was hoped. CTA won the bid and designed the survey instrument to assess the storage needs of every department. The survey did not have the level of expertise that was desired, but Eric Semerad, Recording Supervisor (Clerk and Recorder) was able to modify it to be better. The Clerk and Recorder's Office funded the study. Two main things were identified: The County has a large amount of storage, in all sorts of configurations. There is fairly good standardization of storage containers, but not completely. Secondly, we have some capacity now, but there was not any when the study was done. The vacated Facilities space in the Law and Justice Center can be utilized. CTA indicated that the growth of overall records is approximately 1% per year. We are paying approximately \$14,400 a year for storage facilities. The Sheriff's office has more storage needs than anyone, and sometimes large storage needs such as vehicles. The County needs to work to standardize box sizes, shelving types, etc. CTA recommended that the County construct a storage facility that is climate controlled. We will always have to maintain some records near or in the Law and Justice Center. The cost of such a proposed storage unit is approximately \$700,000 and \$100,000 - \$250,000 to operate it (assuming it is staffed). Mr. Mathers noted that we have gotten rid of a bunch of storage recently in the basement of the Courthouse. Procurement Manager Nick Borzak has been working on this endeavor. Ms. Hertzog noted that there will be additional space in the L&J when 911 moves out. Mr. Weaver stated that it is cheaper to build storage than administrative space. Mr. Mathers stated that there is not a lot of storage space that is

suitable for office space. He also noted that the Treasurer and Clerk and Recorder (C&R) may produce a plan to move their spaces in order to be more efficient. Chairman Smith asked if the new Law and Justice Center has plans for storage spaces built into it. Mr. Watson stated that Phase II, campus development has plans for storage spaces. Chairman Smith stated that there may some room for storage at the vacated Road and Bridge property at the Fairgrounds. Mr. Weaver inquired about electronic storage. Mr. Mathers explained that some departments have been doing this. However this is a very time consuming task. He is estimating that 40% of the paper files could be tossed, but there are some departments that have records that may never be purged. Discussion took place regarding the security and climate control of the storage units. [Eric Semerad joined the meeting.] Mr. Weaver asked Mr. Semerad if from the C&R's point of view if they have enough room for storage. Mr. Semerad responded and stated that they do have right now, but do not have any future additional storage capacity. He noted that some things they are required to keep in duplicate, but due to limited storage options, both copies are in the same location, so there is no back up in the event of a fire, flood, etc. All of these documents are also stored digitally, but the originals are necessary as well, as often the digital image is not clear enough to be readable. Commissioner Skinner asked if there is any climate controlled, secure storage facilities in the county? Chairman Smith stated that there is a new place located on Cameron Bridge Road. Mr. Mathers noted that the Martel high rise would has this type of storage available. Mr. Semerad explained that the C&R did rent space in that facility previously but the location and dimensions were such that they couldn't get their cabinets in them so it wasn't "usable" for them. The Treasurer has used it, however. He also explained that the C&R doesn't need a lot of space that is climate controlled. Other space needs that they have are for things such as the election equipment, pallets of ballots that must be kept for certain time frames. He also stated that each Department is responsible for their own retention schedule.

Brief Detention Center and Project Updates: Today marks another milestone with Detention Center (D.C.) work – a confirmation of the Guaranteed Maximum Price from Martel Construction is due. This is confirmation of the 32 million. Mr. Watson also made note of all P.R. events regarding the Detention Center that have been taking place. There are 14 value engineering pieces in the works. The contract for the heat reznors at the jail is scheduled for October 28th. The weather won't affect installation but it will have to be coordinated so function is not lost if the weather turns cold. Mr. Borzak is working on the roof issues at the D.C. The next phase of the 911/Fire project starts today with 2 pre-bid meetings. Mr. Watson is working on a task order to begin cost estimating on the tower. The Mental Health Hope House, Reach group home, and Belgrade Senior Center projects are progressing. There are a few items on the Road and Bridge facility to be worked out such as the operation of the waste oil boiler and storage. The HVAC system in ITS is done but there are a few issues to work out with some balance issues. Sprinkler Tech is going to report next week on the Courthouse Annex sprinkler issues. The estimated open date for the 911 Center is October 2009. I90 Interchange – the final EA is in place and public meetings on it will soon be scheduled.

Agenda for Next Meeting (November 12, 2008):

Meeting was adjourned at 8:30 AM
